

**CONFIDENTIAL**

Executive Registry

1-5229

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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Advisor for Management

DATE: JAN 17 1951

FROM : Chief of Procurement

SUBJECT: Request for Additional Personnel, Procurement Office

1. Reference is made to Request for Increase in Table of Organization, Form No. 30-20, and justification, attached hereto.

2. I wish to point out that vacancies indicated herein, such as personnel required to complete the Procurement Planning Division T/O, Contract Inspector, Cataloging Analyst, [REDACTED] are new functions which have never been performed by former procurement activities of CIA. It is therefore requested that additional personnel required, based on justification indicated, be approved in order that the Procurement Office may successfully accomplish its mission.

[REDACTED]

ANDREW E. VAN ESSO

Encl: Justification

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 3 NO CHANGE  
 IN CLASS X / DECLASS / CLASS CHANGED TO: TS S C RET. JUST. 23  
 NEXT REV DATE 1/28/51 / DATE 1/4/51 REVIEWER [REDACTED] EDOC 02  
 NO. PGS 6 CREATION DATE \_\_\_\_\_ ORG COMP 35 OPT 32 ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

**CONFIDENTIAL**JAN 31 1951  
JAN 19 1951